

**CITY/COUNTY JOINT COMMISSION  
ON  
SHARED SERVICES INITIATIVES**

**Minutes - January 27, 2011**

**COMMITTEE:** Joint Commission on Shared Services Initiatives

**DATE:** January 27, 2011    **TIME:** 7:30 a.m.    **LOCATION:** North Conference Room, City Hall

**COMMITTEE CHAIR:** Dave Duax    **RECORDER:** Linda DesForge

**Commission Members Present:**

City: Dave Duax, Kerry Kincaid, Jackie Pavelski

County: Colleen Bates, Gregg Moore

School District: Carol Craig, Kathryn Duax

Commission Members Absent: Gerald Wilkie, Adam Shiel

Staff Present: Tom McCarty, Mike Huggins, Jeanna Allen, John LeBrun, Dave Hayden, Linda DesForge

**AGENDA ITEM #1: Call to Order.**

Chairman Dave Duax called the meeting to order at 7:38 a.m.

**AGENDA ITEM #2: Approval of minutes of Joint Commission on Shared Services Initiatives meeting of December 9, 2010.**

**ACTION: Colleen Bates made a motion to approve the minutes as presented. Jackie Pavelski seconded the motion and the motion carried.**

**AGENDA ITEM #3: Consideration of a recent proposal from Craig Rapp, LLC, regarding a shared services assessment.**

(This item was taken up after Agenda Item #4.)

Carol Craig explained that the School District tabled this item on the School Board agenda because they didn't have the minutes from the December 17 meeting with Craig Rapp, LLC. (There were only notes taken at this meeting, rather than formal minutes for approval.) There may be reluctance for the School District to approve funding for this project. The Commission discussed the advantages of the consultant proposal:

- Defines greater focus
- Have someone with expertise lead moves us further and faster down the path
- Community surveys
- Working outside the box
- More credibility to outside party
- Beneficial to look at internal things
- Raises our level of activity
- Schools are the heart of the city; this project may bring up ideas that could directly impact the School District
- City has invested more than once in improving leadership, organizational structure, strategic planning
- Consultant would improve our output
- Government should work smarter
- We're making the best use of this process
- Together, by combining resources, we can make things happen
- We will have a process to identify areas of sharing opportunities

**ACTION: Gregg Moore made a motion, seconded by Jackie Pavelski, that the Commission support moving forward with the proposal from Craig Rapp, LLC, dated January 6, 2011, and that the proposal be taken to the respective governing boards for approval of the contract for a combined amount not to exceed \$24,000. The motion was unanimously approved.**

**ACTION: Carol Craig made a motion, seconded by Colleen Bates, that the three entities split the cost equally. The motion passed unanimously.**

The Commission discussed which day of the week would work best for the workshops. It was decided that Fridays work best. Mike Huggins will check with Mr. Rapp and get back to the Commission.

**AGENDA ITEM #4: Update on the Broadband Technology Opportunities Program (BTOP) Grant.**

(The Commission took up this item before Agenda Item #3.)

John LeBrun and Dave Hayden distributed two handouts to the Commission members.

- Building Community Capacity Through a Broadband/Sustainable Broadband Adoption – Community Area Network (CAN) Webinar (from the UW Extension Office, which is doing the job of reporting to the federal government).
- Chippewa Valley Inter-Networking Consortium (CINC) Frequently Asked Questions

The Commission discussed the purpose of CINC as a regional group. CINC coordinates regional communication infrastructure projects with city, county and state government, educational institutions, libraries, non-profits, and technology providers to facilitate network creation that is innovative, competitive, and sustainable. Through this coordinated infrastructure, CINC helps the Chippewa Valley become economically viable for present and future generations.

CINC is a role model community area network that utilizes inter-governmental memorandums of understanding. CINC now has 18 members, including the City of Eau Claire, Eau Claire County, and the Eau Claire Area School District. The funding works differently for each organization. The School District is still connected to Charter because it's more affordable at this time; however, partnership is also about sharing resources, etc. The School District is always able to connect to this network in the future, and Charter may someday want to work with the BTOP.

Part of the grant will provide some time to help other counties build area network relationships. The BTOP forces the issue of documentation for grant ownership. It is important not to assume there will be a "board" to make decisions. Theresa O'Halloran at UWEC and the City Attorney are looking at governance.

Great working relationships have made this a success, as well as the support of our organizations.

**AGENDA ITEM #5: Discussion of the 2011 Annual Report for the Joint Commission on Shared Services Initiatives.**

The Commission members made the following suggestions for the 2011 Annual Report:

- Vision should be on the front page.
- Include an introduction in the beginning.
- Show how each entity benefits.
- Include the transportation study and discussions, sidewalk study, and safe routes collaboration.
- Include a one page bulleted summary.

**AGENDA ITEM #6: Discussion of future agenda items.**

Next meeting:

- Draft Annual Report
- Workshop dates

Future meetings:

- Highway maintenance - who does what? City/County/State (Invite the DOT?)

*Carol Craig left the meeting at 9:16 a.m.*

**AGENDA ITEM #7: Adjournment.**

**ACTION: Kathryn Duax made a motion, seconded by Gregg Moore, to adjourn the meeting.  
The motion carried, and the meeting adjourned at 9:18 a.m.**

<b>FUTURE MEETING DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Thursday, February 24, 2010	7:30 a.m.	Courthouse
Thursday, March 24, 2011	7:30 a.m.	City Hall
Thursday, April 29, 2011	7:30 a.m.	Courthouse